

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Administrative Service

DATE: 2 June 1952

FROM : Chief, Building Maintenance &amp; Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities Division during the month of May, 1952.

## Volume:

1. Requests for services processed during month of May
  - A. New Requests by memorandum or requisition 359
  - B. On hand prior to May 14
  - Total 373
  - C. Written orders placed with G.S.A. 231
  - D. Number on hand no action as of 31 May 35
  - E. On hand 60 days or more and not yet submitted to G.S.A. (Copies attached hereto) 1

## 2. Funds obligated (This section submitted January, April, July or October)

- A. First Quarter Encumbrances
  1. Routine alterations, painting, repairs \$18,300
  2. Special Projects
    - a. Renovations (6605) 35,368
    - b. Renovations (Other) 2,280
    - Total \$37,648
  3. Protective Service (GSA Guards)
    - a. 159 reimbursable posts 74,680
    - b. 34 non-reimbursable posts
  4. Laborers and Trucks (From GSA) 5,333
  - Total Funds Obligated \$80,013

## 3. Sums paid to G.S.A. during May against orders encumbered in first quarter.

1. Alterations and installations \$27,132.70
2. Guards 68,696.04
3. Laborers and Trucks 3,591.80
4. Elevator Service 50.28
5. Fireman-Laborers 1,601.98
6. National Security Council 30.17
- \$101,102.97

## 4. Work Load Status

- A. Number of Requests on which orders have been placed but work has not been completed.
 

30 days old	144
60 days old	51
90 days old	35
120 days old	24
Total	254

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B. Orders submitted to GSA non-reimbursable

In writing	20
Verbal	400
	<u>420</u>

C. Inter-office memorandums	23
Inter-agency letters	5

D. Space moves during May	28
Total personnel moved	447
Man hours by GSA Laborers	2064
Estimated cost	\$2,932.40

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Attachments